

**SHREWSBURY'S ELECTRIC LIGHT PLANT
&
SHREWSBURY'S COMMUNITY CABLEVISION**

COMMISSION MEETING

January 5, 2004 – 7:00 PM

MINUTES

PRESENT: C. JEFFERSON, Jr., Chairman
R. LUTZ
P. LYONS-GALLO
A. TRIPPI

ABSENT: S. DAVIS

OTHERS

PRESENT: T. JOSIE
R. IACCARINO
M. QUITADAMO
B. NAY (SMC - Part-time)
K. JEFFERSON “
B. L’HEUREAUX “
J. McDONALD “

1. Approve Bill Schedules

The bill schedules were reviewed and approved as presented.

2. 2004 Shrewsbury Media Connection (SMC) Budget Presentation

B. Nay presented SMC’s 2004 Budget for the Light Commission’s review and approval.

Highlights of the budget review included:

- Programming has increased significantly on both the public channel and the government channel with programming on the educational channel back on line with the opening of the new high school.

- SMC maintained a conservative budget policy in 2003 in order to replenish the Capital Depreciation Account.
- Three major objectives for 2004 - upgrade the part time position of the Government Access Coordinator to full time status; purchase a new Control Room switcher and continue the upgrade of the playback system.

The Commission accepted the 2004 SMC Budget as presented.

3. Minutes – Light Commission Meeting – November 24, 2003

A motion:

To approve the minutes of the November 24, 2003 Light Commission meeting was made by A. Trippi and seconded by C. Jefferson, Jr.

After further discussion, the minutes were accepted with changes to Page 3, Item 7, line 1 - “from four different vendors” and Page 5, - R. Lutz was not present at the meeting.

4. 2004 Annual CATV Budget

M. Quitadamo presented an overview and summary of the 2004 Annual CATV Budget that included the following:

- An increase in total revenue by approximately 15% over 2003 as a result of a full year of the rate increase that took effect July 1, 2003 and continued growth of Digital and Internet services.
- Expenses will increase with the addition of a new T3 line for Internet service.
- Changes in Administrative and General salaries.
- Signal Expenses continue to increase.

T. Josie reviewed SCC’s Major Objectives that included the following:

- Work continues on the VOD system with an anticipated completion date of April 2004.
- Purchase and installation of hardware required to accommodate adding additional analog and Digital channels – i.e. MTV’s *Country Music Channel* in June 2004 which requires a purchase of equipment.
- SCC will investigate the feasibility of offering Voice Over the Internet Protocol (VOIP).
- Upgrade the Cable Modem Termination System (CMTS).

- Integration of ISP, Help Desk, provisioning and billing systems functions to improve efficiency.
- Implement SPAM filtering systems.
- Replace two vehicles – Utility pick-up truck and CATV Manager's vehicle.
- Implement credit card/on-line bill system.

Following a page by page review of the Supporting Details,

A motion:

To approve the 2004 Annual CATV Budget as presented was made by R. Lutz and seconded by C. Jefferson, Jr.

Without further discussion, the motion was voted unanimously.

The Commission agreed that M. Quitadamo did an excellent job preparing the budgets.

5. 2004 Annual Electric Budget

M. Quitadamo presented an overview and summary of the 2004 Annual Electric Budget that included the following:

- Revenues and expenses are expected to be about the same as 2003.
- Non-power supply operating expenses are estimated to exceed 2003 by 7%.
- The new credit card and online payment services will add an additional \$11,000 to the Customer Record and Collections line.

T. Josie reviewed the Major Objectives that included the following:

- A number of power contracts are ending and new contracts will be sought.
- Both the demand and supply side will be investigated to meet the need.
- R. Iaccarino and R. Pine put together a plan to continue work on system reliability and maintenance.
- A new Union contract will be negotiated by June 30, 2004 when the current contract expires.

Following a page by page review of the Supporting Details,

A motion:

To approve the 2004 Annual Electric Budget as presented was made by R. Lutz and seconded by A. Trippi.

Without further discussion, the motion was voted unanimously.

6. “Must Carry” Request

T. Josie presented a brief history of WWDP’s must carry request for Shop NBC, the subsequent decision whereby SCC will carry the channel and discussion as to where to place the channel because there are no channels available from 2-78.

After further analysis, the decision was made to move C-SPAN I and drop PPV channel 75. Sometime in January, WWDP-Shop NBC will air on channel 40 and C-SPAN I will air on channel 75.

7. Long Distance Exit Plan

T. Josie reported that Shrewsbury’s long distance telephone customers would receive a letter in January 2004 informing them of SCC’s decision to no longer offer long distance telephone service.

Customers will be given the option of remaining with NEMTA who will bill them directly for the services.

8. Brand Name Update

The Commission reviewed the sample letterhead.

C. Jefferson, Jr. commented that he would like to see the SELCO logo moved below the “S.”

9. GASB 34 Update

P. Lyons-Gallo presented information that stated because SELCO is a proprietary enterprise fund of the town, it must file the GASB 34. It is her opinion that in order to be compliant, SELCO’s auditors must change the cash flow statement, complete additional audit work and make some footnote changes.

After further discussion, the Commission agreed that the auditors be directed to produce financial statements that are GASB 34 compliant.

10. Operating Brief – Review

The Commission reviewed the Operating Brief.

The next Light Commission meeting is scheduled for Monday, February 2, 2004 at 7:00PM.

A motion,

To adjourn the meeting was made by R. Lutz and seconded by A. Trippi.

After no further discussion, the motion was voted unanimously.

Respectfully submitted,

Anthony M. Trippi, Clerk
Shrewsbury's Light Commission